

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Farm Advisor	(2) MEETING DATE 4/3/2012	(3) CONTACT/PHONE Sue Lake 781-5942	
(4) SUBJECT Request to amend the fixed asset list for Fund Center 215 – Farm Advisor to add a Kyocera copier/printer/scanner unit and approve a budget adjustment in the amount of \$9,000 from within accounts.			
(5) RECOMMENDED ACTION It is recommended that your Board amend the fixed asset list for Fund Center 215-Farm Advisor to add a Kyocera copier/printer/scanner and approve a budget adjustment in the amount of \$9,000 from within accounts by 4/5 <sup>th</sup> vote.			
(6) FUNDING SOURCE(S) 2150100000	(7) CURRENT YEAR FINANCIAL IMPACT \$9,000.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)		(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
(15) LOCATION MAP  N/A	(16) BUSINESS IMPACT STATEMENT?  No	(17) AGENDA ITEM HISTORY  <input checked="" type="checkbox"/> N/A   Date _____	
(18) ADMINISTRATIVE OFFICE REVIEW  <i>Nikki J. Schmidt</i>			
(19) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Sue Lake, Farm Advisor

DATE: 4/3/2012

SUBJECT: Request to amend the fixed asset list for Fund Center 215 – Farm Advisor to add a Kyocera copier/printer/scanner unit and approve a budget adjustment in the amount of \$9,000 from within accounts.

## **RECOMMENDATION**

It is recommended that your Board amend the fixed asset list for Fund Center 215-Farm Advisor to add a Kyocera copier/printer/scanner and approve a budget adjustment in the amount of \$9,000 from within accounts by 4/5<sup>th</sup> vote.

## **DISCUSSION**

The Farm Advisor Department is requesting a transfer of funds for the purpose of acquiring a new copier/printer/scanner unit as a fixed asset purchase. This purchase is required to replace the existing copier which has had continued maintenance issues and cannot perform the basic functions the department requires. Due to the constant demand for an efficient and more trouble-free photocopier, as well as the need to easily electronically scan and store documents, the Farm Advisor is requesting a new networked photocopier/ scanner unit. The requested fixed asset will significantly improve the management of the department's document workflow. We are requesting approval to move \$9,000 from our salaries and benefits accounts to service and supplies accounts. This year, we have savings in salaries and benefits due to a half-time Health Education Specialist position being vacant for 8 months. We estimate the savings in these accounts to be approximately \$13,500. After the approval, by 4/5<sup>th</sup> vote, to transfer the money within accounts, we expect to have a surplus of approximately \$4,500 in salaries and benefits at year end.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

Purchasing provided vendor/quote information.

## **FINANCIAL CONSIDERATIONS**

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There will be no additional impact for this fixed asset purchase since the department will reallocate the funding from savings within the salaries and benefits accounts. Annual maintenance costs will be approximately \$2,000, which has been anticipated in our FY 2012-13 budget request.

## **RESULTS**

The anticipated results are a more efficient and networked document imager which will allow the department to easily electronically scan and store documents, therefore reducing paper files and storage space. In addition, staff productivity will be increased because of faster copying and networking capabilities.